



Office of Engineering
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John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

Reasons for Returning Attached Invoice

Consultant's Name _____ Invoice No. _____

State Project No. _____ Project Description _____

Dear Project/Program Manager,

Your invoice is being returned for resubmittal. Thirty days starts when a *correct* invoice is received, approved and signed by the Project Manager.

Check	Reason for Return
	P. O. Overview report was not included
	Standard Invoice Format was not used
	Non Project Related Material, Receipts , etc. were included with invoice
	Previous Amounts Incorrect on current invoice
	Missing Invoice/s – skipping a number/s
	Overhead Rate was not the Overhead Rate approved through DOTD
	Math Errors
	Direct Expense Calculations for mileage, lodging and meals were not included
	State Project Number incorrect on invoice (Lead Project number on Multiple Projects)
	Project Information for this project is incorrect
	Travel Expense Charges did not comply with State Travel Regulations
	Employee's Classification/s on the hour/rate breakdown of labor charges were not shown
	Funds Switched without prior approval from Project Manager and Consultant Contract Services Administrator
	Dates Worked "From" and "To" are not listed
	Expiration Date has passed without an extension or justification letter to Project Manager approved by the Consultant Contracts Services Administrator
	Notice to Proceed – work was done before the NTP date.

Check	Information Omitted
	Certification Statement and/or the Principal's signature
	Sub-consultant's Invoice
	DOTD's State Project Number and/or Lead for Task Order Numbers or Task Order Numbers
	DOTD's Agreement Number
	DOTD's Progress Billing Number , i.e., our invoice number
	Federal ID

Check	Other

Subsequent invoices will not be approved until this one is returned corrected to the Project Manager.

Wanda Crawford, CCS Manager

Date